

Terms of Reference

Consultant Project Officer- Sudan (Part-Time)

Job Title:	Consultant Project Officer- Sudan (Part-Time)	Project	Diaspora Online Volunteers
Location	Khartoum	Department/ Programme	Diaspora Roster Programme
Level/Salary Range:	Fee based on local average (negotiable)	Position Type:	Consultant for 3 months, extendable to 6 months
Email	info@shabaka.org	Deadline:	30 September 2018

Summary

Shabaka is seeking a Consultant Project Officer for 3 months (extendable to 6 months) starting October 2018. The position will report to the Programmes and Research Manager.

We are committed to providing the successful candidate with the necessary guidance and support to complete the below duties and responsibilities effectively and within the time period. This will include, but not be limited to, scheduled meeting (weekly) to assess output progress, systems training (where required) and take part in Shabaka activities (such as attending relevant meetings).

Main duties and responsibilities

The Project Officer may be accountable for all or assigned areas of the below main duties. The overall purpose of this role is to support Shabaka's Volunteer Roster programme by identifying, scoping and building a partnerships map that identifies the need, resource limitations and capacity gaps within National and Local NGO's/Charities that diaspora volunteers can help to fill.

- Undertake strategic research and learning agenda in close collaboration with the UK based Programme Manager
- Identify, develop and support partnerships
- Attend sector events as Shabaka's ambassador.
- Coordinate, monitor, update and support the delivery of the Diaspora Online Volunteers project in Sudan.
- Produce monthly project update and case studies to highlight project progress.
- Support the development and implementation of Shabaka's strategic plan.
- Assist the Programme Manager with additional related tasks as required.



Qualifications and Competencies

Education	Currently enrolled or completed a degree studies in International Development, Migration, or Communications or related discipline.
Experiences	<ul style="list-style-type: none"> • Project management. • Knowledge/awareness of National NGO's/ Organisations/ charities ecosystem in Sudan. • The post requires awareness of current thinking and techniques of media and communications. • Proven ability and experience in workshop facilitation and giving presentations in both formal and non-formal settings. • Proven ability to write reports (in English and Arabic).
Competencies	<ul style="list-style-type: none"> • Excellent communication skills in English and Arabic, both oral and written. • Able to work independently and remotely, and problem solving oriented. • Able to work in a multicultural environment and establish harmonious and effective working relationships. • Attention to detail, good prioritisation and organizational skills. Exceptional reliability, good interpersonal and communication skills. • Computer skills, including internet navigation, photo editing software and web applications. • Flexible and positive attitude with the willingness to re-prioritise workload to respond to emerging demands • Proficient oral and written communication skills in English and Arabic

How to apply

Please send your latest CV in English (no more than two pages, including 2 referees) alongside a cover letter (no more than one page) to tell us why we should hire you, your availability and what you hope to achieve in this role and email it to us by **30th September 2018** at: info@shabaka.org.

